

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Classification: Natural Resources Manager
Working Title: District Forestry Leader
Location: Southwest District

POSITION SUMMARY: This position is responsible for the management of forestry program operations within the district, ensuring the protection and sustainable management of Wisconsin forests. It is responsible for ensuring the consistent application and implementation of all Division policies. This position also manages relationships with key external partners and customers and is charged with assuring that department performance and accomplishments are met. District Forestry Leaders are expected to perform their duties in service to the entire Division and with the full scope of the Forestry program in mind. This position is responsible for developing, directing, managing, coaching, and supporting Area Leaders, Team Leaders and professional staff within the Bureau. This position serves on the senior executive forestry team and is expected to be an active contributor.

LOCATION: Southwest District

GEOGRAPHIC RESPONSIBILITIES: This position has geographic responsibilities for the 33 Southwest District counties. Job holders are expected to be available to assist across established district boundaries as requested.

TRAVEL REQUIREMENTS: Travel is frequent within the geographic scope of the assigned district as well as occasional statewide travel.

SCOPE OF AUTHORITY: This position reports to the Forestry Field Operations Deputy Administrator and directly supervises Area Forestry Leaders and/or professional and technical forestry staff in their implementation of the forestry program in the assigned geographic area.

GOALS & ACTIVITIES:

- 15% A. District Management & Administration**
- A1. Oversee the District work plan that details goals and objectives and is aligned with leadership priorities.
 - A2. Provide direction to staff on managerial and administrative matters.
 - A3. Provide direction, interpretation and guidance to staff on policy matters, forestry practices, and programs.
 - A4. Develop issue briefs, budget initiatives, etc.
 - A5. Establish a process or system to manage and track the budget and other assigned resources.
 - A6. Establish guidance to produce and maintain an excellent safety record.
- 25% B. District Talent Development & Supervision**
- B1. Establish a clear vision and direction for employees on how the District will succeed
 - B2. Ensure that a negotiated, achievable work plan has been created for each employee.
 - B3. Establish strong, effective, trust-based relationships between each employee.
 - B4. Build a technically competent team through guidance and mentoring.
 - B5. Build an engaged, healthy team through guidance and coaching on interpersonal matters.
 - B6. Monitor and track staff performance to ensure accountability.

- B7. Develop a succession plan to ensure bench strength and knowledge management.
- B8. Make determinations on how to optimally shift resources as workload demands.
- B9. Redirect staff time and workload to meet emerging needs.
- B10. Monitor workplace dynamics (e.g. conflict management, respect) and address under or non-performance and bring to a sustainable conclusion.
- B11. Develop communications for staff to keep them apprised on Division news and changes.
- B12. Adhere to civil service, Department, and Division protocols and practices required of classified supervisory staff (e.g. recruitment, hiring, performance reviews, etc.)

25% C. District Performance Management

- C1. Develop a system/process to monitor the effectiveness of program integration.
- C2. Monitor and enforce compliance with statutes, rules, handbooks, and other program policy.
- C3. Make decisions that result in solutions for enhanced field operations in both forest land management and forest fire management.
- C4. As part of the Leadership team, identify customer service-related initiatives, activities, etc. to ensure responsiveness and enhance delivery.
- C5. Establish a process to determine how to optimally shift resources as workload demands.
- C6. Redirect staff time and workload to meet emerging needs.
- C7. Audit products related to timber sales, fire reports, cost-sharing projects, and other services to ensure technical competency, program consistency and compliance.
- C8. Ensure well managed fire/incident or emergency situations within the District.
- C9. Ensure fire readiness (staff, equipment and safety) within the District.
- C10. Prepare accomplishment and other required reports at the established intervals to performance track progress.

25% D. Serve as a member of the Division's senior/executive leadership team

- D1. Collaborate on statewide policies and implementation on pertinent forestry issues.
- D2. Contribute to the Division's strategic direction and maintain integral involvement in decision making and information dissemination processes.
- D3. Ensure that issues germane to the District's performance are effectively integrated into the decision making processes of operations and leadership teams.

10% E. District Communications & Partnerships

- E1. Contribute to Division communication strategies related to changes, updates, goals etc. to external partners.
- E2. Monitor the current strength and effectiveness of existing partnerships with public and private organizations and individuals.
- E3. Ensure partnership agreements with local governments, tribal governments, federal, other state agencies etc. delineate mutual responsibilities and are meeting expectations.
- E4. Establish a protocol for conflict resolution regarding technical decisions to address and resolve professional disagreements at the local level.
- E5. Represent the Forestry Division at local government meetings as needed.
- E6. Serve on teams, projects, committees, etc. to advance Division goals and to promote sustainable forestry.
- E7. Ensure that outreach and education activities in the District are in accordance with leadership directives.
- E8. Ensure integration of forestry program implementation with other Department programs.

SPECIAL REQUIREMENTS

- Ability to obtain and maintain a WI driver's license and meet the requirements to operate a state vehicle
- Bachelor's degree in forestry or natural resources preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Upon Appointment:

1. Knowledge and skill related to applied forestry (forest fire management and sustainable forest management).
2. Leadership skills related to forestry.
3. Knowledge and skill in supervising professional and technical staff.

Full Performance:

1. Knowledge of all aspects of the Forestry program supervised
2. Familiarity with all aspects of the Division of Forestry's program in Wisconsin.
3. Knowledge of Forestry interests within the state.
4. Familiarity with other DNR programs as they pertain to the work of the District.
5. Familiarity with state statutes, administrative rules, policies, and programs applicable to programs within the position's purview and relevant to levels of enforcement.
6. Knowledge of DNR specific policies and procedures pertinent to the Division of Forestry, including regulations, handbooks, and manual codes.
7. Skill in program-management methods for a decentralized organization, including policy interpretation, implementation, monitoring and evaluation.
8. Skill in administration and management, including resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures, particularly with a geographically dispersed workforce

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Strength requirements for the position are on a continuum:

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force) for 100% of the time.

Physically, the position has no physical requirements; however, sitting will be over 75% of the time.

Environmentally, the position will spend approximately 75% of the time indoors.

Equipment Used in Performing in the Position

General office equipment, computers, PDA, projectors, virtual meeting hardware, fax machine, calculator, copy machine, and telephone. The job holder is also required to travel frequently throughout the district and statewide; therefore, they must have the ability to travel independently to locations throughout the district/state.

Telework Evaluation

The duties and responsibilities of this position would be suitable for telecommuting occasionally from an alternative office location.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.